PHILIP MORRIS U.S.A.

INTEROFFICE CORRESPONDENCE

Richmond, Virginia

To: **Distribution** **Date:** March 26, 1997

From: **S. Laffoon**

Subject: **LIMS Team Meeting Minutes for 3/20/97**

Attendees: E. Carmines, J. Wickham, R. Lipps, S. Laffoon, F. Logan

Business Conducted:

- The team's objectives, as discussed in the previous meeting were reviewed.
- The team identified tasks and drafted a timeline. Assignment of dates and resource allocation will be discussed at the March 27 meeting.
  - 1.a. Identify scope / vision
  - 1.b. Identify LIMS experts
  - 2.a. Survey industry for LIMS systems
  - 2.b. Obtain & review literature
  - 2.c. Observe current laboratory operations
  - 3. Identity requirements, including analysis of current system
  - 4. Deliver requirements document
  - 5. Identify possible solutions (mapping requirements to solutions)
  - 6. Deliver recommendation

Action Items:

- E. Carmines offered to review LIMS consultant information and present at the next meeting.
- Robin Lipps offered to plot the timeline.
- The next meeting was set for **3/27/97** at **1:00 pm** in **T2** with the following agenda:
  1. Review Agenda
  2. Old Business
  3. Review timeline items (R. Lipps)
  4. Review LIMS consultant information (E. Carmines)
  5. PittCon Report (C. Ament, J. Sampson)
  6. Process Check
  7. Set agenda and action items for 4/3/97

Distribution:

Ament, C.	Lisbon, D.
Carmines, E.	Logan, F.
Good, B.	Sampson, J.
Lipps, R.	Wickham, J.

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